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APPLICATION NUMBER	FILING OR 371 (c) DATE	FIRST NAMED APPLICANT	ATTORNEY DOCKET NUMBER
10/620,794	07/15/2003	Jeff J. Staggs	

JEFF J. STAGGS  
 10265 BENTWOOD CT.  
 HIGHLANDS RANCH, CO 80126

CONFIRMATION NO. 1100

## FORMALITIES LETTER



\*OC000000013563911\*

Date Mailed: 08/17/2004

## NOTICE TO FILE MISSING PARTS OF NONPROVISIONAL APPLICATION

FILED UNDER 37 CFR 1.53(b)

*Filing Date Granted***Items Required To Avoid Abandonment:**

An application number and filing date have been accorded to this application. The item(s) indicated below, however, are missing. Applicant is given **TWO MONTHS** from the date of this Notice within which to file all required items and pay any fees required below to avoid abandonment. Extensions of time may be obtained by filing a petition accompanied by the extension fee under the provisions of 37 CFR 1.136(a).

- The oath or declaration is missing.  
*A properly signed oath or declaration in compliance with 37 CFR 1.63, identifying the application by the above Application Number and Filing Date, is required.*
- To avoid abandonment, a late filing fee or oath or declaration surcharge as set forth in 37 CFR 1.16(e) of \$65 for a small entity in compliance with 37 CFR 1.27, must be submitted with the missing items identified in this letter.

**SUMMARY OF FEES DUE:**

Total additional fee(s) required for this application is **\$65** for a Small Entity

- **\$65** Late oath or declaration Surcharge.

Replies should be mailed to: Mail Stop Missing Parts  
 Commissioner for Patents  
 P.O. Box 1450  
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*A copy of this notice **MUST** be returned with the reply.*

T. TU

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Initial Patent Examination Division (703) 308-1202

PART 1 - ATTORNEY/APPLICANT COPY

- 1 of 2

- III. Check (#876) for \$65 for late declaration surcharge 37 CFR 1.16(e) (1 sheet).
- IV. Petition for (1 month) Extension of Time Under 37 CFR 1.136(a) Form PTO/SB/22 (10/04) (1 sheet).
- V. Check (#877) for \$55 for Petition fee 37 CFR 1.17(a)(1) (1 sheet).
- VI. Amendment A (Preliminary) (2 sheets).
- VII. A self-addressed return post card (1 sheet).

Nothing further at this time.

Respectfully,

Jeff J. Staggs  
Applicant



11/17/04

**Certificate of Mailing**

I certify that this correspondence entitled Reply to Notice to File Missing Parts of Nonprovisional Application Filed Under 37 CFR 1.53(b) will be deposited with the United States Postal Service as first class mail with proper postage affixed in an envelope addressed to: Mail Stop Missing Parts, Commissioner for Patents, P.O. Box 1450 Alexandria VA 22313-1450 on November 17, 2004.



Jeff J. Staggs, Applicant

11/17/04  
Date